

# STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

## CHAPTER 6

### BASE CONTRACTING DIVISION

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# STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

## CHAPTER 6

### BASE CONTRACTING DIVISION

#### MISSION AND ORGANIZATION

6000. MISSION. The mission of the Contracting Division is to provide timely procurement support utilizing the latest acquisition information technology that emphasizes competition to ensure the best value is obtained for all regionalized customers requiring acquisition assistance.

#### 6001. ORGANIZATION

1. Buying Branches. The Contracting Division is comprised of a Headquarters Section, a Simplified Acquisition Branch (Buying Branch #1), two contracting branches (Buying Branches #2 and #3), an Administrative Branch, and a Contract Surveillance Branch. Buying Branch #1 handles procurement actions below the Simplified Acquisition Threshold (SAT), Blanket Purchase Agreements (BPAs), Indefinite Delivery-Indefinite Quantity (IDIQ) contracts up to the Maximum Order Limit (MOL), and Delivery Orders against GSA contracts up to the MOL. The Credit Card Management Team (CCMT) is also located in Buying Branch #1, and is responsible for the overall administration of the Government Purchase Card Program. Buying Branches #2 and #3 handle various commodity areas of supply and service contracts which exceed the SAT or require special contract amendments. All Information Technology (IT) procurements are processed through Buying Branch #1.

2. Staffing. The Contracting Division is staffed in accordance with the Marine Corps Base, Camp Lejeune, Table of Organization 7511.



# STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

## CHAPTER 6

### BASE CONTRACTING DIVISION

#### SECTION 1: GENERAL INFORMATION

##### 6100. AUTHORITY

1. Only the Contracting Division is authorized to purchase supplies, equipment and services with appropriated funds through commercial sources, with the exception of the following activities:

- a. Naval Hospital Purchasing.
- b. East Coast Commissary Complex.
- c. Public Works Department.
- d. Morale, Welfare, Recreation Contracting.
- e. IMPAC Card Holders.

2. The FAR, DFARS, NAPS, MCO P4200.15 and NAVSUP 4200.85 are the laws and regulations which must be followed in conducting the procurement of supplies, equipment and services with appropriated funds. This Standing Operating Procedure (SOP) will be used as the basic regulation or guide for accomplishing the Contracting Division mission. Specific in-depth guidance regarding contracting matters can be found in Base Order P4200.10\_.

##### 6101. CONTROL

1. The Assistant Chief of Staff, Logistics, Marine Corps Base, has staff cognizance and administrative control of the Contracting Division.

2. The Director, Contracts Division (Code LB), Headquarters, U.S. Marine Corps, retains cognizance on technical, legal, and contractual matters.

6102. IMPROPER BUSINESS PRACTICES AND PERSONAL CONFLICTS OF INTEREST

1. Policy

a. All personnel representing the Government in business dealings with commercial vendors are placed in positions of trust and responsibility. Many practices which are normal and generally acceptable in the private business sector are unacceptable for government officials and employees who are conducting business for the Government. Individuals conducting business for the Marine Corps must avoid the slightest perception of impropriety. It is essential that all personnel maintain the highest moral and ethical standards of personal conduct, thereby ensuring that they are beyond reproach in every respect.

b. FAR Part 3 prescribes policies and procedures for avoiding improper business practices and personal conflicts of interest and for dealing with their apparent or actual occurrence.

c. DOD 5500.7, Standards of Conduct, SECNAVINST 5370.2, Standards of Conduct and Government Ethics, and MCO P4200.15, Chapter 4, set forth the standards of conduct and Government ethics governing all Department of Defense (DoD) personnel, regardless of assignment.

d. MCO 7510.5 prescribes fraud, waste, and abuse program duties and responsibilities and establishes procedures for preparing and submitting fraud remedies plans. The DoD "HotLine" number for reporting cases of fraud, waste, and abuse is (800) 424-9098.

e. Any violation of the standards of conduct and defense ethics embarrasses and compromises the integrity of the Department of Defense, the Department of the Navy, and the United States Marine Corps to the extent of impairing the public's trust and confidence in business relations between the Government and commercial vendors. Individuals who violate the standards of conduct or government ethics will be dealt with swiftly and in the harshest manner possible.

2. Indoctrination. All personnel having dealings with the procurement process will be thoroughly indoctrinated in the

Standards of Conduct, Government Ethics, and the Federal Procurement Policy Act and will be re-indoctrinated on an annual basis.

3. Action. All Contracting Division personnel who are required to sign a Procurement Integrity certification and Standards of Conduct form must do so on an annual basis.

6103. ADMINISTRATION WORKDAY

1. Civilians. When authorized, civilians will operate on Flextime, also known as "5-4-9." When "5-4-9" is not in effect, the normal workday is from 0745 - 1615 Monday through Friday. Civilians may be required to work overtime, extended hours, or split shifts when circumstances warrant such action.

2. Marines. The normal workday is from 0730 - 1630 Monday through Friday (lunch 11:30 - 13:00, to allow adequate time for physical fitness training); however, Marines will stand duty as ordered. Phone watch and additional duties will be prescribed and posted by the SNCOIC.

6104. UNAUTHORIZED COMMITMENTS. The policy found in Title 31 U.S.C. 1501 requires that there be a binding agreement in writing before contracts may be recorded as an obligation against the Government. In accordance with the FAR, DFARS, NAPS, MCO P4200.15, and NAVSUP 4200.85, only Contracting Officers acting within the scope of their authority may enter into contracts on behalf of the Government providing all applicable requirements of law and regulations have been met. The ordering and acceptance of supplies, equipment, and services in advance of a legal contract constitute an illegal act and does not obligate the Government for the items ordered, but may incur a personal liability to the individual who made the commitment. Ratification of Unauthorized Commitments is a laborious function that can be avoided if activities ensure proper procedures are followed. If any activity has a question regarding proper procurement procedures they should call the Contracting Division.

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6105. COMPETITION. FAR and DFARS, Subchapter B. SECNAVINST 4210.10, and MCO 4200.28 require competitive acquisitions and a Competition Advocate Program. Accordingly, the OIC of the Contracting Division is appointed as the Competition Advocate for Marine Corps Base, Camp Lejeune, North Carolina. BO 5420.26 establishes and identifies the responsibilities of the Procurement Review Board for ensuring adequate competition.

6106. GOVERNMENT SOURCES OF SUPPLY. FAR Part 8 covers required sources of supplies and services. Marine Corps policy requires the procurement of supplies, equipment, and services from other military services, the General Service Administration (GSA), or commercial sources. Items stocked in the Marine Corps supply system or cataloged in other military service/GSA publications, will be requisitioned through normal supply channels in accordance with UM 4400-15 and the 4235 series of Marine Corps directives.

6107. OPEN-MARKET PURCHASING. Open-market purchasing is the method the Government uses to acquire ownership or control of supplies or receive the benefit of services from commercial sources in exchange for the payment of appropriated funds. Direct purchase from commercial vendors on an open-market basis is the least desirable procurement method.

6108. GSA CREDIT CARD METHOD. The International Merchants Purchase Authorization Card (IMPAC) is the directed method of purchase for Micro-Purchases (< \$2,500). A limited number of Micro-Purchases will be done using other procurement tools on an exception basis. See the Camp Lejeune Bankcard Instruction Manual for further guidance and NAVSUP 4200.85.

6109. SPECIAL CONTRACTING METHODS AND MISCELLANEOUS INSTRUCTIONS FOR PURCHASING. FAR Part 17 and MCO P4200.15 cover special contracting methods and provide miscellaneous instructions for purchasing.



# STANDING OPERATING PROCEDURES LOGISTICS DEPARTMENT

## CHAPTER 6

### BASE CONTRACTING DIVISION

#### SECTION 2: LAUNDRY SERVICES

6200. GENERAL. The Laundry Service is a Contractor-Owned/ Contractor-Operated (COCO) facility and provides laundry and dry cleaning services for appropriated and non-appropriated activities at Marine Corps Base, Camp Lejeune and other satellite activities.

6201. CONTRACTING OFFICER REPRESENTATIVE (COR). To ensure proper performance by the contractor, a COR has been assigned. The COR will accomplish quality assurance (QA) surveillance and inspections at the contractor's plant and service points at Hadnot Point (Bldg 1116), Camp Geiger (Bldg TC-834), and Naval Hospital (Bldg NH 100), as well as ensuring customer satisfaction. Problems not immediately resolved between the customer and the contractor at the service points should be referred to the COR DSN 751-2129/2134, commercial 910-451-2129/2134.

#### 6202. PROCEDURES

1. Turn-in and Pick-up Locations. Laundry turn-in and pick-up will be accomplished at Hadnot Point (Bldg 1116), and Camp Geiger (Bldg TC-834) by authorized individuals of organizations from Camp Lejeune and other satellite activities. Laundry turn-in and pick-up for the Naval Hospital, Camp Lejeune will be accomplished at the Naval Hospital (Bldg NH 100).

#### 2. Turn-in Procedures

a. NAVMC 10192, Combined Work Request and Receipt. The NAVMC 10192 shall be the only authorized receiving and issuing document for laundry and dry cleaning services. The government will furnish the contractor the NAVMC form 10192. Contractor Laundry personnel will complete the form and obtain the required signatures. The third copy will be provided as a receipt to the organizational representative.

b. Even Exchange (DX) Laundry. This type laundry will be off-loaded at the turn-in locations by organizational representative(s). The organizational representative will turn-in separately bundled serviceable like items, all of which shall be directly exchanged for clean serviceable like items at the time of turn-in. The organizational representative will identify the separate bundles and the number count for each bundle to the contractor representative. The contractor representative shall verify the number count by counting all the items in the presence of the organizational representative, arriving at a mutually agreed upon count. Upon mutual agreement on the number count, the contractor shall separately account for serviceable and unserviceable like items on the NAVMC 10192.

c. Deferred (Organizational Bulk) Laundry. This type laundry will be off-loaded at the turn-in locations by organizational representatives. The organizational representative will turn-in serviceable items and the number count for each bundle to the contractor representative. The contractor representative shall verify the number count by counting all the items in the presence of the organizational representative, arriving at a mutually agreed upon count.

### 3. Pick-up Procedures

a. Even exchange (DX) Laundry. The organizational representative will receive direct exchange (one-for-one) serviceable items at the time that serviceable and unserviceable items are turned in. The contractor representative will identify and count the laundry items in the presence of the organizational representative, arriving at a mutually agreed upon count. Upon mutual agreement on the number count, the contractor shall separately account for serviceable and unserviceable like items on NAVMC 10192.

b. Deferred (Organizational Bulk) Laundry. The contractor shall return to the organizational representative the same number and articles furnished for service as listed on the NAVMC 10192. The contractor representative will identify and count the laundry items in the presence of the organizational representative, arriving at a mutually agreed upon count. The organizational representative must present the NAVMC 10192 when picking up laundered items.

6203. CLEANING OF BED LINENS. Dirty or unserviceable sheets, mattress covers, pillows, and pillowcases will be exchanged on a one-for-one basis on linen survey day for each unit at the laundry service points.

6204. CLEANING OF DRAPES, RUGS AND FURNITURE. The funding of cleaning of drapes, rugs, and furniture is the responsibility of the unit/activity. The unit/activity requesting the cleaning of drapes, rugs, and furniture will submit a requisition (either automated or DD 1348-6) with a complete purchase description, i.e., number and size of drapes, pleated or straight drapes, square footage of carpet to be cleaned, etc... to the Contracting Division.

6205. DETAIL OF SERVICES. It is the unit commander's responsibility to ensure that a vigorous textile maintenance program is provided in order that good environmental, sanitation, health, comfort, and morale conditions are established and maintained. The following textile maintenance guide is provided for programming and scheduling laundry services:

| <u>ITEM</u>     | <u>SERVICE</u>   |
|-----------------|--|
| Sheet           | As required (folded 20 per bundle).  |
| Pillowcases     | As required (folded 50 per bundle).  |
| Mattress Covers | As required, more often in hot climates, and change of occupant in barracks. |
| Mattress Pads   | As required, more often in hot climates, and change of occupant in barracks. |
| Bedspreads      | As required, more often in hot climates, and change of occupant in barracks. |
| Blankets        | As required, more often in hot climates, and change of occupant in barracks. |
| Pillows         | As required, more often in hot climates, and change of occupant in barracks. |

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|               |  |
|---------------|--|
| Mattresses    | Annually. In transient barracks, more frequent laundering may be required, and is the judgment of the command. |
| Box Springs   | Annually.  |
| Drapes        | Annually.  |
| Rugs          | Annually.  |
| Furniture     | Annually.  |
| Field Jackets | As required when in use and prior to issue/reissue (empty all pockets).  |
| Sleeping Bags | As required when in use and prior to issue/reissue(unzipped and turned inside out).                            |

6206. BILLING. Laundry service invoices will be submitted by the contractor to the Contracting Division (COR) who will certify the invoices per the contract and prompt payment clause.

6207. FISCAL YEAR RENEWAL FOR LAUNDRY SERVICES. Renewal letters are provided in the month of June requesting activities to review their requirements for laundry services. Fill out the "Activity Determination to Renew/Terminate Contracts" form and return it to the Contracting Division (Bldg 1116) by the specified date in July. Renewal notices must include requisitions prepared as prescribed by the renewal letter.

6208. REQUIREMENTS FOR ADDING OR DELETING LAUNDRY SERVICES. Activities having requirements to add or delete laundry services must submit written correspondence to the Contracting Officer (Bldg 1116), listing the item nomenclature(s) and estimated annual quantities for each item to be added or deleted and a point of contact.

# STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

## CHAPTER 6

### BASE CONTRACTING DIVISION

#### SECTION 3: PROCUREMENT OF COMMERCIAL PERIODICALS

6300. PURPOSE. To provide instructions for Marine Corps Base activities to follow when submitting requisitions for newspapers, magazines, and other commercial periodicals. Tenant commands are responsible for approving their activities requisitions for newspapers, magazines, and other commercial periodicals.

#### 6301. BACKGROUND

1. DoD Instr. 4115.41 of 19 June 1986, directed a change in the Department of Defense policy regarding the procurement of commercial publications with appropriated funds.
2. All requests for procurement of newspapers, magazines, and other commercial periodicals for Marine Corps Base activities must be authorized by the library. Each request for a commercial publication will be accompanied by written justification. Only those newspapers, magazines, and other commercial periodicals issued at regular recurring intervals, that are absolutely essential for mission accomplishment, will be procured.
3. The Base libraries are the primary source for non-mission essential periodicals serving this installation. The Base Librarian is tasked by DoD Instr. 4115.41 of 19 June 1986 to determine the availability of a periodical in either the library system or in any other location where the periodical could be made immediately available to the library or the requesting office or agency.

6302. ACTION. Each activity desiring to order newspapers, magazines, and other commercial periodicals must submit a request (figure 6-1) and a requisition (DD Form 1348-6, figure 6-2). The request will contain the mission essential justification statement and be signed by the responsible commander or his appointed representative. The request and requisition will then be routed to the Base Librarian prior to submission to the Contracting Division.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

Document # \_\_\_\_\_

Requested Item \_\_\_\_\_

Requesting Activity \_\_\_\_\_

Justification \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Requesting Official

Date \_\_\_\_\_

-----

Recommend Approval ( )

Disapproval ( )

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Base Librarian

Date \_\_\_\_\_

Figure 6-1.--Request Form.

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| <u>COLUMNS</u> | <u>TITLE</u>           | <u>EXPLANATION OR ENTRY</u>   |
|----------------|------------------------|---|
| 1-3            | Document Identifier    | Enter "AOB"   |
| 8-11           | Item Identification    | Enter "7630"  |
| 23-24          | Unit of Issue          | Enter "EA"  |
| 25-29          | Quantity               | Enter quantity required   |
| 30-43          | Document Number        | Enter unit document number  |
| 52-53          | Fund Code              | Enter appropriate fund code   |
| 60-61          | Priority               | Enter priority code   |
| 74-80          | Unit Price             | Enter the estimated price   |
| <u>BLOCKS</u>  | <u>TITLE</u>           | <u>EXPLANATION OR ENTRY</u>   |
| 7              | Name of Item Requested | Enter "Subscription"  |
| 8              | Description of Item    | Enter the noun name of the subscription, requested period covered, and the address of the source of supply                |
| 9              | End Item Application   | In the "Clear" complete mailing address of the requisitioning activity  |
| 10             | Requisitioner          | Section, Division, or Department with the requester's full name, phone number and signature                               |
| 11             | Remarks                | Enter the unit's full appropriation data and total price. Responsible commanders signature is also required in this block |

Figure 6-2.--Instruction for Preparation of DD Form 1348-6





# STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

## CHAPTER 6

### BASE CONTRACTING DIVISION

#### SECTION 4: PROCUREMENT OF PORT-A-JOHN SERVICES

6400. PURPOSE. To provide instructions for Marine Corps Base, tenant and visiting activities when requesting procurement of port-a-john services.

6401. BACKGROUND. MCO P4200.15 delegates authority to establish contracts on behalf of the U.S. Government to duly appointed contracting officers. In this regard, Contracting Division has established a requirement contract for port-a-john services at Camp Lejeune and other satellite areas. All requests must therefore be submitted to the Contracting Division for procurement action unless the short-term request for port-a-johns is outside of the 50 mile radius of the Base, i.e., Morehead City.

#### 6402. INFORMATION

1. Port-a-johns are authorized for use during training exercises and other special events as determined by each command. Port-a-johns are not designed nor will they be used as a permanent head facility.
2. Each tenant command is responsible for the funding of its port-a-john request. This includes command sponsored special events such as field demonstrations for visiting dignitaries, displays, and ceremonies.
3. Each Marine Corps Base command/school and separate staff section is responsible for funding its port-a-john request.
4. The delivery, pickup, and servicing of port-a-johns must be adjacent to a paved or passable dirt roadway and accessible by the vendors servicing equipment. Units may place port-a-johns in coordination with the vendor upon delivery, and these port-a-johns will not be moved without concurrence from the

Contracting Division. If the vendor has to relocate a port-a-john, there will be an additional charge per truck load. A truck load consists of one to eight port-a-johns.

#### 6403. ACTION

1. Requisitioning Procedures. Organizations requesting port-a-john services will submit a requisition (either automated or DD Form 1348-6) filled out in accordance with figure 6-1. Activities must provide in the description the following information: number of servicings per week (example - two per week), and where port-a-johns are to be located using six digit grid coordinates and name of location, if applicable (example - 919309 TLZ Goose).
2. Routine Requirements. Requisitions must be submitted and received at the Contracting Division a minimum of 10 working days prior to the delivery date.
3. Emergency Requirements. Requisitions must be submitted and received at the Contracting Division a minimum of three working days prior to the delivery date.
4. Determining Number of Port-A-Johns Required. The following Table is recommended guidance for commands to assist in estimating their port-a-john requirements:

| Number of<br>Personnel * | No. Req'd with 2<br>Servicings<br>per week** | No. Req'd with 3<br>Servicings<br>per week** | No. Req'd with 5<br>Servicings<br>per week** |
|--------------------------|--|--|--|
| 001 to 025               | 1  |  |  |
| 026 to 050               | 2  | 1  |  |
| 051 to 075               | 3  | 2  | 2  |
| 076 to 100               | 4  | 3  | 2  |
| 101 to 125               | 5  | 3  | 2  |
| 126 to 150               | 6  | 4  | 3  |
| 151 to 175               | 7  | 4  | 3  |
| 176 to 200               | 8  | 5  | 3  |
| 201 to 225               | 9  | 5  | 4  |
| 226 to 250               | 10   | 6  | 4  |

| Number of<br>Personnel * | No. Req'd with<br>2 Servicing<br>per week** | No. Req'd with<br>3 Servicing<br>per week** | No. Req'd with<br>5 Servicing<br>per week** |
|--------------------------|---|---|---|
| 251 to 275               | 11  | 7   | 4   |
| 276 to 300               | 12  | 7   | 5   |
| 301 to 325               | 13  | 8   | 5   |
| 326 to 350               | 14  | 8   | 5   |
| 351 to 375               | 15  | 9   | 6   |
| 376 to 400               | 16  | 9   | 6   |
| 401 to 425               | 17  | 10  | 7   |
| 426 to 450               | 18  | 10  | 7   |
| 451 to 475               | 19  | 11  | 7   |
| 476 to 500               | 20  | 12  | 8   |

\* Divide the above personnel numbers by 2 for 16 hour day  
and by 3 for 24 hour day.

\*\* Additional servicing may be required during the summer  
months.

5. Cost. The cost of rental and servicing may be obtained by  
calling the Contracting Division, DSN 751-3094, commercial  
910-451-3094.

# STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

| <u>COLUMNS</u> | <u>TITLE</u>                  | <u>EXPLANATION OR ENTRY</u>   |
|----------------|-------------------------------|---|
| 1-3            | Document Identifier           | Enter "ZBR"   |
| 4-6            | Routing Identifier            | Enter "JBB"   |
| 8-23           | Item Identification           | Enter "W04510PORTAJOHN"   |
| 23-24          | Unit of Issue                 | Enter "EA"  |
| 25-29          | Quantity                      | Enter quantity required   |
| 30-43          | Document Number               | Enter unit document number  |
| 52-53          | Fund Code                     | Enter appropriate fund code   |
| 60-61          | Priority                      | Enter priority code   |
| 62-64          | Required Delivery Date        | Enter date of requirement   |
| <u>BLOCKS</u>  | <u>TITLE</u>                  | <u>EXPLANATION OR ENTRY</u>   |
| 7              | Name of Item Requested        | Enter "Port-a-John"   |
| 8              | Description of Item Requested | Enter six digit grid coordinates and noun name of location, number of servicings per week and period required (i.e., 1 Oct 1997 to 15 Nov 1997) |
| 9              | End Item Application          | Name of the operation   |
| 9A             | Source of Supply              | Enter "Down East"   |
| 10             | Requisitioner                 | Enter name and address of requesting unit with phone numbers and point of contact   |
| 11             | Remarks                       | Enter the unit's full appropriation data and total price. Responsible commanders signature is also required in this block                       |

Figure 6-3.--Instruction for Preparation of DD Form 1348-6

# STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

## CHAPTER 7

### BASE FOOD SERVICE

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# STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

## CHAPTER 7

### BASE FOOD SERVICE DIVISION

7000. INTRODUCTION. The Base Food Service Division operates in a Consolidated Food Service System that encompasses the entire Camp Lejeune Complex. Base Food Service provides direct administrative support and indirect operational support to all command mess halls. All mess hall subsistence, equipment, maintenance, and contract personnel requirements are coordinated through Base Food Service. The Base Food Service Division functions under the criteria of MCO P10110.14 and other applicable directives.

#### 7001. BASE FOOD SERVICE CONTACTS

| Section | Bldg No. | Phone         |
|---------|----------|---------------|
| FSO     | 914      | 451-2851      |
| DEP     | 914      | 451-1567/2851 |
| OPSO    | 914      | 451-1567/2716 |
| FDTECH  | 914      | 451-1567/2851 |
| OPSCHF  | 914      | 451-1567/2851 |
| PROPCHF | 1108     | 451-1567/2716 |
| SUBSCHF | 1108     | 451-2054/3230 |
| ADMIN   | 914      | 451-2716/2851 |
| FAX     | 914      | 451-3101      |

#### 7002. LEJEUNE COMPLEX MESS HALL CONTACTS

| Command     | Bldg No. | Phone         |
|-------------|----------|---------------|
| <u>MCB</u>  |          |               |
| HQSPT BN    | 9        | 451-1737/3495 |
| MCES        | BB-7     | 450-7148/7330 |
| BRIG        | 1041     | 451-1626      |
| WPNSTRNG BN | RR-3     | 450-7923/7924 |
| MCSSS       | M-455    | 450-0754/0009 |
| MCAS        | AS-4012  | 450-6710/6716 |
| SOI         | G-640    | 450-0369/0438 |

2D FSSG

|               |        |               |
|---------------|--------|---------------|
| 8TH ENGSPT BN | FC-540 | 451-2704/1390 |
| 2D LSB        | FC-420 | 451-1021/3292 |
| 8TH ENGSPT BN | FC-303 | 451-2704/1390 |
| H&S BN        | 325    | 451-3600/1508 |

2D MARDIV

|          |     |               |
|----------|-----|---------------|
| 8TH MAR  | 122 | 451-2447/2010 |
| 10TH MAR | 521 | 451-3909/3770 |
| 6TH MAR  | 411 | 451-1547/2940 |
| 2D MAR   | 211 | 451-1830/3519 |

7003. HOURS OF OPERATION. The hours of operation of the mess halls are commensurate with the needs of the individual command and tenant activities. Exact meal hours are available via contact with appropriate mess halls.

7004. WATCH - STANDER MEALS. Early regular meals and night meals (box lunches) are intended for personnel whose duties cause them to miss a regularly scheduled meal. Early meals are served on weekdays only. The night meal (box lunch), when provided, will only be made available to personnel who could not attend the breakfast or dinner (evening) meal because of their assignment/duty. The serving of night meals (box lunches) to replace missed/skipped meals is not authorized. Box lunch requests (figure 7-1) must reach the prospective mess hall three working days in advance of meal being requested.

7005. BAG LUNCHES. The bag lunch is meant to provide a suitable meal for personnel who cannot possibly be fed a hot meal in the mess hall because of the nature of their official duties, and should be prepared with the same expertise and interest as a regular meal.

1. The bag lunch will replace a meal and will not be served in addition to the regular meal.
2. Issue and control of bag lunches are the responsibility of the commanding officer with management control of the mess hall.



a. Requests for bag lunches and other meals for consumption outside the mess hall (figure 7-1) must be submitted to the mess hall manager. Persons not entitled to subsistence-in-kind will pay for bag lunches prior to pickup. Such requests must be justified and kept to a minimum.

b. Requests must include the names and social security numbers of the persons entitled to subsistence-in-kind. The names of personnel not entitled to subsist at government expense are to be included and designated by an asterisk. All such requests will be attached to the Meal Verification Records to justify the credits for such meals.

c. A certification of the Meal Verification Record will be made by the person picking up the bag lunches.

d. Units are responsible for ensuring bag lunches are consumed within three hours of pick-up time when held at temperatures between 40 degrees fahrenheit and 140 degrees fahrenheit.

#### 7006. RECREATIONAL EVENTS

1. The use of government subsistence and/or the facility and its staff to support unit picnics or parties is not authorized. Official unit recreational events such as military field meets, family day, open house, and military appreciation day may be supported by serving a meal and is authorized only when the meal replaces the normal lunch or dinner meal. Military field meets are required command functions and must be sponsored at the company level or higher and approved by the commanding officer. The menu should equal the basic daily food allowance value of the meal for which it is being served. Commanding officers with management control of mess halls are authorized to approve those specific recreational events listed above.

2. Commanding officers desiring meals for recreational events will submit a request (figure 7-1) to the unit commander responsible for the management of the mess hall in which they normally subsist. The request must reach the mess hall concerned 10 working days prior to the event for preparation of the subsistence and will include the following information:

- a. Name of the officer or NCO in charge.
  - b. The total number of personnel not entitled to subsist at government expense, i.e., commuted rations, officers, or authorized civilians.
  - c. The total number of personnel, with names and social security numbers, authorized to subsist at government expense.
  - d. The date, time, and place the official recreational event is to be held.
3. After approval of the request, the commanding officer will direct the officer or NCO in charge to contact the mess hall manager for instructions relative to the handling of funds, signing of the Meal Verification Record, when the subsistence will be available for pickup, and other related matters. Officers and authorized civilians will pay the food cost and surcharge in accordance with current directives.
4. Block signatures are authorized, with the supporting list of social security numbers for the personnel authorized to subsist at government expense.
5. The Base Master Menu lists those items to be used for recreational events.
6. Unauthorized diversion or misuse of Government subsistence, supplies and facilities through failure to maintain essential data and/or accurately document the headcount and/or cash collection is considered mismanagement, and must be investigated under the provisions of MCO P10110.14. When there is a difference in excess of 10 percent of the meals requested on the unit support request and the actual headcount as reflected on the headcount forms, a report of survey will be accomplished according to MCO P10110.14.

7007. HOT FIELD MEALS. The commanding officer having management control of the mess hall may authorize the furnishing of subsistence from the mess hall for field exercises.

1. Commanding officers or section heads desiring meals for field exercises with a duration of three days or less will submit a

request (figure 7-1) to the unit commander responsible for the management of the mess hall in which they normally subsist. The requests must reach the mess hall concerned 10 working days prior to the exercise for preparation of the subsistence and will include the following information:

- a. Name of the officer or NCO in charge.
  - b. The total number of personnel not entitled to subsist at government expense; i.e., 10 commuted rations, 15 officers.
  - c. The total number of personnel authorized to subsist at government expense.
  - d. The date, time, and place the field meals will be served.
2. After approval of the request, the commanding officer will direct the officer or NCO in charge to contact the mess hall manager for instructions relative to the handling of funds, signing of the Meal Verification Record, when the subsistence will be available for pickup, and other related matters. Charges will be as currently prescribed for the meal the hot field meal is replacing and payment will be made prior to pickup of the meals. All personnel not authorized subsistence-in-kind will pay the food cost only, unless they are receiving per diem, in which case they will be required to pay the food cost and the appropriate surcharge.
3. Block signatures are authorized on the Meal Verification Record for hot field meals.
4. The subsistence items provided will be the same items that are being served in the mess hall for the same meal. Changes to the Master Menu must be approved by Base Food Service Officer.

7008. SALE OF MESS HALL PREPARED CAKES/PASTRIES. The use of appropriated subsistence funds, facilities and/or mess hall staff (military or civilian) for the preparation and resale of cakes and pastries in support of non-appropriated fund social functions is no longer authorized. Support for such functions must be obtained from other resale facilities or commercial sources.

7009. MARINE CORPS BIRTHDAY CAKES. Decorated cakes for the Marine Corps Birthday in support of the command's ceremonial events will be prepared by each mess hall. After the ceremonies, the cakes will be returned to the mess halls for consumption. The cost of these cakes will be absorbed by each individual mess hall. Cakes for major balls supported by the Morale, Welfare and Recreation Departments of Camp Lejeune and Marine Corps Air Station, New River will be obtained through commercial sources.

7010. POR (MRE/RCW) ENHANCEMENTS. MCO P10110.14 and MARFORLANTO 4400.18B, paragraph 6, subparagraph f. (Policy for managing Packaged Operational Rations, Trioxane (FBTs), Bread, Shelf Stable (BSS), and Ration Supplement, Flameless Heaters (RSFHs)), provides authority and guidance for the requisition of POR enhancements. MRE enhancements are authorized only when MRE's are the sole dietary intake (three MRE's per day). The commander may also authorize warming/cooling beverage enhancements when extreme weather conditions dictate. MRE enhancements are strictly limited to eight percent of the total MRE cost.

7011. SALE OF MEALS POLICY

1. As defined in MCO P10110.14, the primary purpose of the enlisted mess hall is to provide subsistence for active duty enlisted personnel entitled subsistence-in-kind (SIK). Additionally, current directives authorizes enlisted and officer personnel receiving commuted rations/basic allowance for subsistence, to purchase mess hall meals at applicable costs.

2. The sale of meals is authorized to the below categories of personnel:

a. Enlisted personnel on COMRATS are permitted to purchase meals at the mess hall on a reimbursable basis at any time, regardless of duty status.

b. Officers, other than duty officers, are permitted to subsist in the mess hall on an occasional basis, which is considered to be in the best interest of the Government.

c. Civilian personnel on official duty are permitted to purchase meals under any of the following conditions:

(1) Personnel performing food service duties.

(2) Marine Corps Base firefighters.

(3) Base Maintenance personnel, when performing work at the mess hall during a meal period.

d. Civilian employees of private contractors, when performing work at the mess hall during a meal period.

e. Dependents of military personnel during emergency conditions. Reimbursement procedures will be determined by the Commanding General, Marine Corps Base, based on the situation, and promulgated by the most expeditious means.

f. Guests of military personnel as defined below:

(1) Dependents, relatives, and guests of military members when accompanied by their sponsors.

(2) Dependents and relatives of military persons who are POW, MIA, or serving a remote tour of duty.

(3) Subparagraphs 7011.1f(1) and 7011.1f(2) are permitted to promote good will and morale, or enhance public relations. However, judicious use of this authorization must be exercised, and must not jeopardize the primary mission of the mess hall. Requests for dependent guests of military personnel to purchase a meal in the mess hall must be submitted in writing to the commander having management control of the respective mess hall 10 work days prior to the event. Commanders will ensure a letter of approval is available at the mess hall to identify those authorized individuals.

g. Guests at Holiday Meals. The sale of the Marine Corps Birthday, Thanksgiving, Christmas, and New Year's Day meals to immediate members of the family, retirees, and bonafide guests of authorized military personnel is permitted in all enlisted mess halls.

h. Requests for all other civilians (i.e., retiree groups, tour groups, civic groups, athletes, Boy Scouts, etc.) to purchase meals from a mess hall must be submitted in writing to the Commanding General (AC/S, Logistics), Marine Corps Base, 10

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working days prior to the event. Approval will be granted on a case-by-case basis, depending on the capability of the mess hall to support the function.

7012. MEAL RATE POLICY. Regular and discount meal rates are published annually in an ALMAR released by Headquarters, Marine Corps.

# STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

## SPECIAL MEAL REQUEST

MCBCL 10110/28 (REV. 4-84)

|   |   |                          |              |                                 |                                |
|---|---|--------------------------|--------------|---------------------------------|--------------------------------|
| FROM (Organization and Section)   |   |                          |              | DATE                            |                                |
| I CERTIFY THAT I WILL BE RESPONSIBLE FOR THE CASH COLLECTION FOR ALL SUBSISTENCE FURNISHED TO PERSONNEL NOT ENTITLED TO SUBSIST AT GOVERNMENT EXPENSE PRIOR TO CONSUMPTION. |   |                          |              |                                 |                                |
| REQUESTOR NAME, RANK, TITLE, AND PHONE  |   |                          |              | SIGNATURE                       |                                |
| TO: ENLISTED DINING FACILITY  |   |                          |              | VIA: COMMANDING OFFICER         |                                |
| APPROVED  |   | DISAPPROVED              |              | SIGNATURE AND DATE              |                                |
| REQUEST THE FOLLOWING RATIONS BE FURNISHED:   |   |                          |              |                                 |                                |
| DATE AND TIME OF PICKUP   |   |                          |              | CONSUMPTION LOCATION            |                                |
| TOTAL QUANTITY  |   | TYPE OF RATION           |              | TOTAL QUANTITY                  |                                |
|   |   | BREAKFAST (Field)        |              | PICNIC RATION                   |                                |
|   |   | LUNCH (Field)            |              | BAG LUNCH                       |                                |
|   |   | DINNER (Field)           |              |                                 |                                |
| REIMBURSEMENT   | ENLISTED ON COMMUTED RATIONS \$   | OFFICERS \$              | CIVILIANS \$ | CHILDREN \$                     | ENLISTED AT GOVERNMENT EXPENSE |
| RECEIPT   | DATE AND TIME RECEIVED  | TOTAL FUNDS COLLECTED \$ |              | NAME OF REMITTER (Type)         |                                |
|   | I CERTIFY THAT THE SUBSISTENCE ITEMS WERE RECEIVED AND MONIES REMITTED. |                          |              |                                 | SIGNATURE AND RANK             |
| PAYMENT   | DATE AND TIME MONEY RECEIVED  | AMOUNT \$                |              | NAME OF PERSON RECEIVING MONIES |                                |
|   | I CERTIFY RECEIPT OF MONIES COLLECTED FROM SALE OF SUBSISTENCE ITEMS.   |                          |              |                                 | SIGNATURE AND RANK             |

### INSTRUCTIONS

1. ALL MEALS WILL BE SOLD ON A CASH BASIS. COLLECTION WILL BE AT THE TIME AND PLACE OF PICKUP AND BEFORE CONSUMPTION.
2. AN ORIGINAL AND TWO COPIES SHALL BE SUBMITTED TO THE DINING FACILITY FOR EACH DAY AND EACH REQUIREMENT REQUESTED. REQUESTS FOR PREPARED MEALS IN THE FIELD AND PICNIC REQUEST SHALL BE SUBMITTED TO REACH THE DINING FACILITY FIVE (5) WORKING DAYS PRIOR TO PICKUP. ROUTINE REQUESTS FOR BAG LUNCHES WILL BE SUBMITTED TWENTY-FOUR (24) HOURS PRIOR. SPECIAL REQUESTS OF LARGE AMOUNTS (TROOP MOVEMENTS) REQUESTS SHALL BE SUBMITTED TO REACH THE DINING FACILITY FIVE (5) WORKING DAYS PRIOR TO PICKUP. ALL BAG LUNCHES ARE TO BE CONSUMED WITHIN 3 HOURS FROM TIME OF PICKUP.
3. FOR BAG LUNCHES OR PICNIC RATIONS THE REQUESTOR WILL PROVIDE ON THE REVERSE OR BY SEPARATE CORRESPONDENCE A LIST OF THOSE PERSONNEL ENTITLED TO SUBSIST AT GOVERNMENT EXPENSE. THIS LISTING IS TO PROVIDE THE NAME, RANK, ORGANIZATION AND MEAL CARD NUMBERS OF THOSE PERSONNEL. ADDITIONALLY, THE NAMES OF THE PERSONNEL NOT ENTITLED TO SUBSIST AT GOVERNMENT EXPENSE ARE TO BE INCLUDED AND DESIGNATED BY AN ASTERISK.

Figure 7-1.--Sample Special Meal Request Form

